

SPECIAL EVENT APPLICATION  
FOR PERMIT TO OPERATE A FOOD CONCESSION

<b>FOOD SERVICE TRAINING WILL BE OFFERED TWO WEEKS PRIOR TO THE EVENT. PERMIT WILL BE ISSUED AFTER COMPLETION OF INITIAL INSPECTION</b>
---

1. EVENT\_\_\_\_\_

2. LOCATION OF EVENT\_\_\_\_\_

3. DATES OF EVENT\_\_\_\_\_ TIME OF BOOTH SETUP\_\_\_\_\_

4. NAME OF CONCESSION OR BOOTH\_\_\_\_\_

5. APPLICANT'S NAME\_\_\_\_\_PHONE/FAX\_\_\_\_\_

6. APPLICANT'S ADDRESS\_\_\_\_\_

Name of food facility for offsite preparation\_\_\_\_\_

Address\_\_\_\_\_Phone\_\_\_\_\_

7. If **POTENTIALLY HAZARDOUS FOOD IS TRANSPORTED** to the event:

- What is the length of **time in transport**?\_\_\_\_\_
- How is the food to be kept? **Hot or cold**\_\_\_\_\_

8. **HAND WASHING FACILITIES:**

- Plumbed sink \_\_\_\_ or gravity flow container\_\_\_\_
- As a minimum, you need 5 gallons in a container with a spigot, to leave hands free for washing, a bucket for wastewater, soap, and single use paper towels

9. Where will utensils be cleaned and sanitized?\_\_\_\_\_

**10. LIST ALL FOODS TO BE SERVED**

Include how you plan to keep **Potentially Hazardous Food** hot or cold

<b>FOOD ITEM</b>	<b>OFF SITE PREP YES OR NO</b>	<b>COOKING PROCEDURES</b> (e.g. deep fry, grill, bake)	<b>FOOD TEMPERATURE HOLDING METHOD</b>
Example: Chile Beans	No	Cooked on stove in booth	Steam table

**NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED**

I have read/understand and will comply with, the Temporary Food Facility requirements.

Signature of applicant\_\_\_\_\_Date\_\_\_\_\_